



# राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, बुधवार 28 दिसम्बर, 2005/7 पौष, 1927

हिमाचल प्रदेश सरकार

GENERAL ADMINISTRATION DEPARTMENT

(E-Section)

NOTIFICATION

*Shimla-2, the 11th October, 2005*

**No. GAD-E (E) 5-1/2005.**—In pursuance of the notification published in Gazette of India, Extra-ordinary Part-II No. 25-Rajpatra-31-1927 (Saka) Right to Information Act, 2005 No. 22 of 2005 dated 15 June 2005, the Governor of Himachal Pradesh is pleased to declare the Secretary (GAD) to the Government of Himachal Pradesh as Public Authority at Government level who shall be responsible for discharging the functions of Public Authority under the provision of the Act *ibid* with immediate effect in public interest.

The Governor of Himachal Pradesh is further pleased to designate the following officers as State Public Information Officer, State Assistant Public Information Officer, and Appellate Authority at various levels for citizen to secure access to information under control of public authorities for promoting transparency and accountability in the working of every public authority in the Sainik Welfare Department and Himachal Pradesh Ex-Servicemen Corporation, Hamirpur with immediate effect:—

(a) At Government Level :

Contact No.

(i) Secretary (GAD) to the Government of Himachal Pradesh.

—State Public Information Officer—Appellate Authority.

2621877

(ii) Addl. Secretary (GAD) to the Government of Himachal Pradesh.	.. Public Information Officer	2622286
(iii) Under Secretary (GAD) to the Government of Himachal Pradesh.	.. Assistant Public Information Officer.	2621110
(iv) Section Officer	-do-	2880427

**(b) Sainik Welfare Department (Level) :**

(i) Director	.. Appellate Authority	224659
(ii) Officer on Special Duty	.. Public Information Officer	
(iii) Deputy Directors, Zila Sainik Welfare	.. Public Information Officer at District Level.	
(iv) Superintendents	.. Assistant Public information Officer at Directorate and District level.	

**(C) Himachal Pradesh Ex-Servicemen Corporation (Level) :**

(a) Chairman-cum-Managing Director	.. Appellate Authority	222472
(b) Secretary-cum-Chief Accounts Officer	.. Public Information Officer	
(c) Superintendent	.. Asstt. Public Information Officer	
(d) Asstt. Controller (F&A)	.. Asstt. Public Information Officer Camp Office at Barmana.	

The Governor of Himachal Pradesh is further pleased to publish the records and other activities of the department as required under the provisions of sub-section (1) (b) of Section 4 of the Right to the Information Act, 2005 is as under:—

The Hon'ble Chief Minister is the Minister-in-Charge of Sainik Welfare Department. The organization set-up of Sainik Welfare Department and Himachal Pradesh Ex-Servicemen Corporation is as under:—

(i) The Secretary (GAD) to the Government of Himachal Pradesh.	.. Administrative Secretary of Sainik Welfare Department & Himachal Pradesh Ex-servicemen Corpn., Hamirpur.
(ii) Addl./Joint/Deputy/Under Secretary (GAD).	.. Branch-in-Charge
(iii) Section Officer	.. Section-in-charge

**Sainik Welfare Department (Level) :**

(i) Director	.. Head of Department
(ii) Officer on Special Duty	.. Assist to Director
(iii) Deputy Directors, Zila Sainik Welfare	.. Incharge Zila Sainik Welfare at District Level
(iv) Superintendents	.. Supervisor of the concerned Offices at Directorate and District Level.

# **Himachal Pradesh Ex-Servicemen Corporation (Level) :**

- |  |   |
|--|---|
| (a) Chairman-cum-Managing Director       | ..Overall Administrator of the Corporation                    |
| (b) Secretary-cum-Chief Accounts Officer | ..D. D. O/Overall Controller                                  |
| (c) Superintendent                       | ..Supervisor of the Office                                    |
| (d) Asstt. Controller (F & A)            | ..Responsible for Accounts matters at Camp Office at Barmana. |

4. The functions powers and duties of various authorities of Sainik Welfare Department are as per annexure 'A' and 'B' attached with the notification.

5. The following various Rules and Regulations, Instructions are followed while functioning the different works:—

1. C. C. S. (Leave) Rules 1972
2. C. C. S. and C. C. A. Rules
3. C. C. S. (Conduct) Rules
4. H. P. Financial Rules
5. F. R. & S. R.
6. Medical Attendance Rules
7. General Finance Rules
8. H. B. Advance Rules
9. Delegation of Financial Power Rules
10. T. A./L. T. C. Rules
11. Budget Manual
12. Office Manual
13. Pension Rules
14. G. P. F. Rules
15. Hand Book Volume-I, II and III issued by the Department of Personnel
16. Instructions regarding maintenance of A. C. Rs.
17. Instructions regarding pay fixation, Stepping up of pay, Grant of A. C. P. benefits and removal of anomaly in pay of Senior and Junior Officers.

## **6. The particulars of facilities available to the citizen for obtaining information :**

The Office of the Secretary (G.A.D.) and all other Offices of Sainik Welfare Department at Hamirpur and Himachal Pradesh Ex-Servicemen Corporation, Hamirpur are open for general public for collection of any type of information relating to programmes and allocation of funds under various Heads of Accounts from 10.00 A. M. to 5.00 P. M. except on holidays. To visit the office of Ministers/Officers as well as Branches, the gate entry passes are issued to general public from 3.00 P. M. to 5.00 P. M. on every working days.

The detail of monthly remuneration of the Officers/Officials are as under:—

(i) Secretary	Rs. 18400—22400
(ii) Addl. Secretary	Rs. 14300—18700
(iii) Under Secretary	Rs. 10025—15100
(iv) Section Officer	Rs. 7220—11660
(v) Director	Rs. 12000—16350
(vi) O. S. D.	Rs. 10025—15100
(vii) Deputy Director	Rs. 7880—11660
(viii) Superintendent	Rs. 6400—10640

(ix) Sr. Asstt.  
(x) Jr. Asstt.  
(xi) Clerk

Rs. 5800—9200  
Rs. 4400—7000  
Rs. 3120—5160

By order,

Sd/-  
Chief Secretary.

ANNEXURE 'A'

## THE FUNCTIONS, POWERS AND DUTIES OF VARIOUS FUNCTIONARIES AT GOVERNMENT LEVEL

### Secretary (GAD) to the Government of Himachal Pradesh:

The Secretary (GAD) to the Government of Himachal Pradesh is the Administrative Secretary of the Sainik Welfare Department and Himachal Pradesh Ex-Servicemen Corporation discharge all duties relating to policy matters, annual budget estimate, administrative control on the staff of Sainik Welfare Department and Himachal Pradesh Ex-Servicemen Corporation decide promotion, disciplinary proceedings, creation/confirmation of posts, pension/gratuity sanction in favour of class II & I Officers working in the Sainik Welfare Department and Corporation. Appellate authority in the cases of minor/major (other than compulsory retirement, removal from Government Service, dismissal from Government Service) penalties and all such matters entrusted by the Minister-in-charge from time to time.

### Addl./Joint/Deputy/Under Secretary (GAD) to the Government of Himachal Pradesh:

To assist the Secretary (GAD) on issues as stated above.

### Section Officer (GAD) E-Section :

The Section Officer of GAD-E Section Himachal Pradesh Secretariat is the in-charge of Section for the work relating to establishment, budget, promotion of Class-I Officers, maintenance of A. C. Rs of Class-I Officers of Sainik Welfare Department and establishment and other related matters pertaining to Himachal Pradesh Ex-Servicemen Corporation.

ANNEXURE-B

## FUNCTIONS, POWERS AND DUTIES OF VARIOUS FUNCTIONARIES IN THE SAINIK WELFARE DEPARTMENT

### Director :

1. To co-ordinate the work of Zila Sainik Welfare Offices in the State. Promoting measures for the welfare and resettlement of ex-servicemen and families of serving/deceased personnel of the Armed Forces.
2. Disseminating information to the general public regarding the Armed Forces in the country and for taking measures to raise interest in Armed Forces amongst the general public.
3. Administering the Zila Sainik Welfare Offices (ZSBs) in the State in accordance with the rules and instructions prescribed by the Central and State Government. To organize and co-ordinate the Meeting of Rajya Sainik Board and Special Fund of Reconstruction and Rehabilitation of Ex-servicemen.

4. To promote and maintain a feeling between Civilian and ex-servicemen in representing their cases with Government, local administration and Defence authorities.

5. To grant financial relief to ex-servicemen and their dependents at his disposal. To implement various policies directive laid down by the Ministry of Defence.

6. To maintain, close and effective liaison for the purpose of resettlement of ex-servicemen with Government departments. To maintain and operate welfare funds as per laid down policies by the Government.

#### **Officer on Special Duty :**

1. To assist the Director, Sainik Welfare, Himachal Pradesh in day-to-day functioning of Directorate Sainik Welfare, Himachal Pradesh and co-ordinate the Meeting of Rajya Sainik Board as well as Special Fund for R & R of ex-servicemen and to implement various decisions taken in these High Power Meetings for the welfare of ex-servicemen.

2. To monitor the working of Zila Sainik Welfare Offices in Himachal Pradesh and to act as D. D. O. for the Directorate of Sainik Welfare.

3. To act as reviewing officer for A. C. Rs. for the staff of Sainik Welfare Department both at Directorate of Sainik welfare and Zila Sainik Welfare Offices.

4. To perform all such duties which are being performed by the Director in his absence or on the order of Director.

#### **Deputy Director :**

1. To disseminate information to the general public regarding Armed Forces in the Country and to promote a feeling of good-will between the civilian and Armed Forces personnel.

2. To watch the welfare of the families of servicemen and ex-servicemen and to assist them in representing their cases with local administration or the Defence authorities.

3. To assist ex-servicemen and their families in obtaining dues, if any, from the Government.

4. To disseminate information regarding employment facilities and for training for civilian vacation and similar concessions to discharged men.

5. To assist the ex-servicemen and their families/dependents in securing medals, pension, arrears of pay, land grants, jangi inams etc.

6. To investigate applications for relief from the various Military and Civil charitable funds.

7. To investigate claims for family pension.

8. To secure relief in case of persons missing, wounded or dead as per requirement of State/Central Government.

9. To arrange delivery of any award or reward for Gallantry, ex-gratia grants declared by the State/Central Government, in case where a soldier is dead or missing.

**Superintendent :**

1. Overall supervision of the office, maintenance of record and discipline of the office, distribution of work-load to each official of the office and checking of its quick disposal.
2. To dispose off, dictate and deal all important cases. Since the staff re-employed in the department is not a tune to the civil way of working, they are to be guided in this sphere.
3. Maintaining the service record of the official and officers of the Directorate Sainik Welfare and Zila Sainik Welfare Offices, handling and arranging leave cases of the department.
4. Handling complicated and confidential cases of the department.
5. Handling any fixation cases of the re-employed ex-servicemen of the department.
6. Arranging, conducting and taking proceedings of the High Powered Committees like 'Rajya Sainik Board'. Himachal Pradesh State Managing Committee for R & R. of ex-servicemen, under the Presidentship of the Hon'ble Governor, Himachal Pradesh.
7. Arranging, conducting and taking proceedings of other high Powered Monitoring Committees like High Powered Monitoring Committee, Kendriya Sainik Board, Meeting Secretaries Rajya Sainik Board meeting and their various sub-committees.
8. Scrutinizing notes, drafts and agenda points, proceeding of the Committees submitted by the dealing hands for correctness and accuracy and adding own suggestions where required.
9. Ensuring maintenance of registers, report and returns to the higher authorities.
10. Ensuring timely replies to all important cases to the higher authority.
11. Making arrangement for the disposal of work entrusted to officials during their absence.
12. Making receipts to the dealing hand in the section and giving remarks/guidelines for the disposal.
13. Submission of all important and confidential receipts and files, while Director is at the Headquarter or to bring them to the notice of the Director on arrival from his tour.
14. Above all attending all cases and complex matters including submission of replies to all quarters when Director is on tour. As the Director had to be on tour for 10-15 days in a month all the dak and replies to the letters was being sent by the superintendent.

**Assistant :**

1. Performing the duties of Cashier, Handling of cash and to maintain the cash book under head 288—Social Security and Welfare (e) Social Security and Welfare Programme (f) Other Programme (f) (i) Soldiers, Sailors and Airmen's Boards—NonPlan (H.Q. Staff) which includes the pay and allowances.
2. Handling the cash and maintenance of Cash Book of the Special Fund for R&R of ex-servicemen and correspondence concerning to this Fund.
3. Preparation of annual budget of Special fund for R&R of ex-serviceman to meet the expenditure on various schemes run out of this Fund in the State for the welfare of ex-servicemen and their dependents.

4. Allotment of budget out of Special Fund for R&R of ex-servicemen to the Zila Sainik Welfare Offices and other concerned quarterly out of the income/interest accrued from the Corpus of the fund.

5. Payment of financial assistance to the disabled ex-servicemen admitted in the Paraplegic Homes at Kirkee and Mohali to other deserving ex-servicemen.

6. To keep the upto date record of income and expenditure of the Special Fund for R&R to ex-servicement of the Zila Sainik Welfare Offices in the State. Correspondence with the Banks where the amount of the special fund has been invested.

7. Correspondence with the Centre/State Government to claim the amount for augmentation of the special fund.

8. Maintenance of the account of the Sainik Chhatralayas handed over to the Education Department.

9. Maintenance of accounts/cash book of the Flag Day Fund, payment of financial assistance aid to the deserving candidates out of this fund.

10. Maintenance of the accounts of the Himachal Shurvir Hiteshi the monthly magazine published by this department. All other correspondence concerning to the publication despatch booklet to the ex-servicemen.

11. Maintenance to the accounts of the Library Fund and all other connected correspondence thereof.

12. Correspondence regarding financial assistance out of the Central Welfare Funds with the Kendriya Sainik Board.

13. To reconcile expenditure figures with those booked in the AG's Office.

14. To claim 50% share of expenditure of HQ Staff and District Staff.

15. To deal with miscellaneous correspondence pertaining to the expenditure of Centrally Sponsored Schemes, Plan and Non-Plan.

16. To prepare minutes of the High Powered Monitoring Committee and to take action on the Minutes of the HPMC.

17. To prepare Agenda points for the meeting of the High Powered Monitoring Committee.

18. To deal with the work of Rehabilitation of ex-servicemen who attended various courses or proposed to attend cadres organized by Director General Resettlement.

19. To deal with the work of Equation of service Trades with Civil trades.

#### **Welfare Organizer :**

1. To maintain Census record of all serving ex-servicemen, dependents of deceased soldiers and families of the deceased soldiers Tehsil/Block-wise of the District.

2. To inform to the families the welfare of serving soldiers posted far away from his own village especially during emergency and hostilities.

3. To disseminate information regarding the welfare and re-settlement of ex-servicemen and concessions entitled to them by the government or from other Institutions as announced from time to time.

4. To distribute medals to the ex-servicemen.

5. To hold the ex-servicemen and their families or dependents in case of the deceased defence services personnel in getting pension regularly and sort out any problems arising therefrom.

6. To act as a mediator in case of family disputes regarding the quantum of pension and bring it to the notice of the concerned Deputy Director Sainik Welfare.

7. To keep the President (D. C.) informed about land disputes or any other dispute.

8. To disseminate information regarding visit of Mobile Canteen and Medical Detachment.

9. To intimate details of welfare schemes in vogue in his area.

10. To give detailed information to the Zila Sainik Welfare Officer regarding the progress of the construction work of the building like Sainik Rest House or Sainik Chhatralaya.

11. To contact every ex-servicemen in his area atleast once in three months.

#### Clerks :

1. Responsible for handling cash and maintenance to the accounts.

2. To maintain service books and personal files of the staff.

3. To prepare all kinds of bills and to prepare periodical reports and returns of all accounts.

4. To deal with secret/confidential correspondence and to keep records of all the stores/stocks.

5. Responsible for receipt/despatch of office mail.

6. To deal with general welfare, pay & allowances and pension dues and self employment assistance.

#### ANNEXURE-C

### THE FUNCTIONS, POWERS AND DUTIES OF VARIOUS FUNCTIONARIES AT HIMACHAL PRADESH EX-SERVICEMEN CORPORATION LEVEL

#### Chairman-cum-Managing Director :

1. Responsible for the operational Management of the Corporation and to implement the General Policies approved by the Government.

2. Highlight the activities of the Corporation in the State for the information of ex-servicemen and dependents to adopt the self employment schemes.

3. Administering the Himachal Pradesh Ex-Servicemen Corporation, Camp Office Barmana to provide cement carriage work to each ex-servicemen transporter with justice.

4. To administer the activities of the Corporation Transporter Welfare Committee and to control the income and expenditure of parchee fee.



5. To organize and co-ordinate the meeting of Board of Directors being conducted on regular intervals.

6. To sponsor the loan cases of Ex-Servicemen and their dependents to the Banks and sanction margin money loan and interest subsidy.

7. To maintain close and effective liaison for the purpose of resettlement of Ex-Servicemen with the Government.

**Secretary-cum-Chief Accounts Officer :**

1. To act as D. D. O. & overall control on income and expenditure of Himachal Pradesh Ex-Servicemen Corporation.

2. To monitor the working of Himachal Pradesh Ex-Servicemen Corporation and its camp Office at Barmana.

3. To assist the Chairman-cum-Managing Director of Himachal Pradesh Ex-Servicemen Corporation and co-ordinate the meeting of B. O. D.

4. To act as Reviewing Officer for A.C. Rs. for the staff of Himachal Pradesh Ex-Servicemen Corporation.

5. To perform all such duties which are in the interest of Himachal Pradesh Ex-Servicemen Corporation.

**Deputy Controller (F & A) :**

1. To assist Secretary-cum-Chief Accounts Officers in all matters relating to the welfare of ex-servicemen and other service matters.

2. To check all receipts and payments transactions.

3. To check salary Bills, T. A./D. A. P. O. D. & other bills related to payments.

4. To liaison with the institutions/projects for payments of security services.

5. To ensure proper maintenance of accounts books.

**Manager Project :**

1. To intimate day-to-day activities of the camp Office Barmana to C. M. D.

2. Overall control of Camp Office Barmana.

3. Liaison with A. C. C. Factory and Himachal Pradesh State Civil Supplies Corporation for freight payments.

4. Ensure equal work distribution of cement carriage.

5. To perform all such duties which are in the interest of camp office.

6. Overall control of the Himachal Pradesh Ex-Servicemen Transporters Welfare Committee and its all accounts.

**Assistant Controller (F & A) :**

1. Responsible for all the matters pertaining to accounts.

2. Ensure proper maintenance of cash book, ledgers and registers supported by documentary evidence.

3. Overall supervision of the camp office, maintenance of record and discipline of the office, distribution of work load to each official of the camp office and checking of its quick disposal.

4. Ensuring timely replies to all important cases to higher authorities.

#### Superintendent :

1. Overall supervision of the Office, maintenance of record and discipline of the office. Distribution of work load to each official of the checking of the office and checking of its quick disposal.

2. Maintaining the service record of the official of the Corporation.

3. Handling fixation cases of the re-employed Ex-Servicemen of the Corporation.

4. Scrutinizing notes, drafts and agenda points, proceeding of the Committees submitted by the dealing hands for correctness and accuracy and adding own suggestions where required.

5. Ensuring maintenance of registers, report and returns to the higher authorities.

6. Making arrangement for the disposal of work entrusted to officials during their absence.

7. Ensuring timely replies to all-important cases to higher authorities.

8. Submission of all important and confidential receipts and files, while C. M. D. is at the Headquarter or to bring them to the notice of the C. M. D. on arrival from his tour.

#### Clerks :

1. Responsible for handling cash and maintenance of the accounts.

2. To maintain service books and personal files of the staff.

3. To prepare all kinds of bills and to prepare periodical reports and returns of all accounts.

4. To deal with secret/confidential correspondence and to keep records of all stores/stocks.

5. Responsible for receipt/despatch of office mail.

6. To deal with general welfare, pay & allowances and E. P. F. dues and self employment assistance.

7. To prepare GR/Loading Advice round the clock at camp office Barmana.

8. To raise freight bills to A. C. C. Factory and Himachal Pradesh State Civil Supplies Corpn. on weekly basis at Camp Office.

9. To prepare voucher for payment of freight to truck operators at Camp Office.

10. To conduct pukar for carriage of cement at Camp Office.

11. To deal with the sale/purchase of Diesel at Camp Office.